

**Functional Series 600
Budget and Finance**

INTERIM UPDATE 04-08

SUBJECT: Purchase Card Buying Log

NEW MATERIAL: This notice says that purchase cardholders must use The Purchase Card Buying Log, for recording all purchases made with their Purchase Cards. Exceeding the available funding may result in either a statutory or administrative Anti-Deficiency Violation, and such violations have serious penalties, up to and including suspension or termination of employment.

EFFECTIVE DATE: 06/10/2004

POLICY

USAID/General Notice
M/FM & M/OAA
06/10/2004

SUBJECT: Purchase Card Buying Log

Attention: All USAID Purchase Cardholders

The Purchase Card Buying Log, required by the USAID Worldwide Purchase Card Program Manual, has been placed in an Excel spreadsheet file and issued as AID Form 331-1 (hyperlink <http://inside.usaid.gov/forms/a331-1.xls>). Purchase Cardholders must download it from the Agency's website and use it for recording all purchases made with their Purchase Cards.

Exceeding the available funding may result in either a statutory or administrative Anti-Deficiency Violation, and such violations have serious penalties, up to and including suspension or termination of employment. All procurements must be fully funded and the funding **MUST** be tracked to prevent such Anti-Deficiency Violations. By automatically calculating the funding status of the cardholder's account in the updated Purchase Card Buying Log, the form provides better control over the funds being obligated. The form assists the cardholder to do this by summarizing the impact of all reductions and additions to the initial funding. The current amount available is shown in the "Declining Balance" column. The cardholder must review the charges immediately after they are made and make any adjustments necessary to the previously recorded amount in the finance system. If the commitment needs adjusting, whether upward or downward, to the previously recorded amount, this must take place prior to the reconciliation process or a possible anti-deficiency violation may result. If additional funds are needed, they must be obtained from the Commitment Processor in your

Bureau. For further information on Agency Administrative Funds Control Violations, please see ADS 634.3.4.2.

Attachment: Reference-USAID Worldwide Purchase Card Program Manual

Point Of Contact: Any questions concerning this Notice may be directed to Velma Jones, M/OAA/CAS, (202) 712-0117

Notice 0632

File Name	Notice Date	Effective Date	Editorial Revision Date	ADS CD No.	Remarks
IU6_0408_061504_CD36	06/10/2004	06/10/2004	N/A	36	This IU will be cancelled once 331 is updated.

Iu6_0408_061504_w061504_cd36